

Common Questions and Answers

1. On aggregations, what branch do we use for the 2B record?

Ans. Your paper document criteria should be applied in this case. Some banks are using their main office or a pseudo branch for aggregations. Others are selecting the first transaction in the aggregation or the largest amount in the aggregation. Use the same criteria that is used in the paper document system.

2. If an error is identified in the Parent 2A or Branch 2B records, will the IRS still validate subsequent Parent and Branch records?

Ans. Yes, if there are other parent records we will continue validation. However, each branch within the erroneous parent group will contain the parent error. This entire group must be corrected and resubmitted.

3. If we must begin each file with a Transaction Sequence Number starting with 00001 for each 3A record, how are we to match the acknowledgment records with the right submission and sequence?

Ans. In the Transmitter Record 1A, the coverage beginning or ending dates should be considered with the sequence numbers so that each submission is unique. This record will be returned to you on the acknowledgment file for this purpose.

4. During the acceptance test, are you planning to return an acknowledgment file?

Ans. Yes, we will acknowledge your test file but do not require that it be corrected and

resubmitted if it contains errors. We do recommend that you use it to test your internal error programs.

5. Could you give us guidance on the appropriate person(s) to be designated on the Application Form DCC-4419, and the Declaration (Agreement) Form?

Ans. First, let's take the Declaration Statement. The person who signs this form should be in a position to insure that the Financial Institution is complying with the agreement. Some institutions delegate this to an Officer of the bank, such as the Compliance Officer or the Security Officer. Others have equated this to the same approving official who signs the paper 4789. In any case, it should represent an official of the bank who insures that the bank is in compliance with terms of the agreement.

Second, the Form DCC-4419 indicates two levels of persons to contact. Block 2 requests a person to contact should we need ADP processing information concerning the tapes submitted. This should be an individual of the bank who has knowledge of the tape requirements or who could obtain the needed information easily. For example, once a reporting cycle has been established, we may need to follow-up with this individual if we do not receive a tape from your institution as scheduled. Block 8 of the Form DCC-4419 should be an individual who has knowledge of the application to file magnetically. Some banks are designating the Data Processing Officer or the Operations Officer as the bank official delegated to sign the Form DCC-4419, others have

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- indicated that the same individual who signed the Declaration Statement will also sign the Form DCC-4419. The physical location of your data processing department will probably be the deciding factor here.
6. **On the Appendix of the Declaration Statement, you request the address of the offices and branches that will not participate in the Project. We plan to start with only a few branches of our total 300. Does this mean we have to supply hundreds of individual offices and branches?**
- Ans. In those cases where it is more convenient to list those branches that will be participating rather than NOT participating, please do so. For example, if you plan to start with five (5) of your 300 branches, indicate the five that will be participating and state that the other 295 branches will not participate at this time. Some banks have enclosed a telephone/address listing of all their branches and annotated the branches that will be participating.
7. **Suppose I apply to file magnetically and for some reason wish to drop out of the program, can I do so?**
- Ans. Yes. We want to be able to address the financial community's concerns. Therefore, if you decide to drop out, you must notify the Magnetic Filing Coordinator in writing of the date you wish to resume paper filing, giving the reasons for dropping out. Once this written notice is sent you can immediately resume paper filing.
9. **Are there any software companies offering magnetic filing software?**
- Ans. Yes. We have identified several companies who have expressed an interest in the process. We will provide their names, telephone numbers and their current status in the filing process if you contact the Magnetic Filing Coordinator.
10. **What can I do if my institution takes exception to certain phrases in the Declaration Statement which prevents us from participating?**
- Ans. If the agreement contains phrases or statements which prevent your institution from filing, line through the phrase and submit the proposed changes to the CTR Magnetic Media Coordinator for consideration.
11. **Are the Standard Country and State Abbreviations mandatory?**
- Ans. Yes. This table is mandatory.
12. **In the general tape specifications, is the record format fixed or variable length?**
- Ans. The record format and block size are fixed length.